

## MCtime Guidance for Managers

### Use Java version of MCtime

# MCtime

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## Welcome to MCtime!

Employees should approve timecards by the close of business on the last day worked in the current pay period. Managers should approve employee timecards no later than noon on Tuesday following the close of the pay period.

**NOTE:** Later in time, application availability not guaranteed due to following reason(s):



- Activity: [Security / Server Maintenance](#)
- Starts At: [12/15/2021 6:15 pm \(Future\)](#)
- Ends At: [12/15/2021 10:15 pm](#)
- App Availability: [Brief application outage expected](#)
- Read More: [Activity Details](#)

[Go to MCtime Access](#)

Access the MCtime Informational Website to view frequently asked questions, access forms, training documents and other resources.

[Click Here to Go to MCtime Informational Website](#)

Managers should use this link to access MCtime in the JAVA platform to perform functionality such as Pay Code Moves, Ad-hoc Schedule Changes and FRS OT Approval.

[Go to MCtime Manager Access – Java](#)

**Click Here**

**If Java MCtime shows an error or blank screen, please contact the County IT Help Desk at (240) 777-2828**

## Timecard Actions

The screenshot shows the Timecard system interface with the following components and callouts:

- Callout 1:** Points to the 'Totals & Schedule' tab at the bottom of the interface.
- Callout 2:** Points to the 'In' and 'Out' punch time columns in the main table.
- Callout 3:** Points to the 'Pay Code' and 'Amount' columns in the main table.
- Callout 4:** Points to the 'Pay Code' column in the main table, specifically highlighting the 'Annual Leave' entry.
- Callout 5:** Points to the 'Save' button in the top left corner.
- Callout 6:** Points to the 'Pay Code' column in the 'Totals & Schedule' summary table.
- Callout 7:** Points to the 'Approve' button in the top right corner.

The main table displays a schedule from Sunday, 12/05 to Saturday, 12/18. It includes columns for Date, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Cumulative. Key entries include 'OT at 1.5 - Overtime' and 'Annual Leave'.

The 'Totals & Schedule' summary table at the bottom shows the following data:

Pay Code	Amount
Total Hrs Towards Schedule	80.0
SO1 - Shift Diff POL 12p-759p	70.0
Regular	70.0
Annual Leave	10.0
OT at 1.5 - Overtime	1.0
SO1 - Shift Diff OT POL 12p-759p	1.0

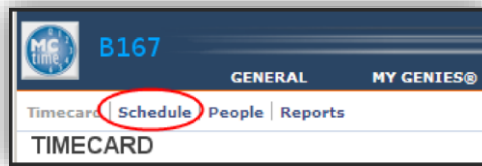
- 1 Review **schedules** and edit if necessary
  - If you need to modify the schedule, see instructions with [Blue Push Pin \(page 3\)](#)
- 2 Add **regular** hours, add an **In** and **Out** punch (ie. In = 1500, Out = 0100)
- 3 If appropriate add **overtime** by adding a row and clicking on the drop-down arrow in the Pay Code cell and select the appropriate pay code for the overtime worked (ie. OT @ 1.5 - Overtime, CL3 – Comp Lv Earned-1.5) and input the number of hours in the Amount column. Include the Cost Center-Fund or Project-Task code with Expenditure Org and/or Reason Code in the Transfer cell
  - If you need to search for the transfer information (Cost Center and Reason Code), see instructions with [Green Push Pin \(page 4\)](#)
- 4 To add **leave**, click on the drop-down arrow in the Pay Code cell and select the appropriate pay code for the leave used, input the number of hours in the Amount column (ie. 10 hours)
- 5 Click on the **Save** button
- 6 Click on the **Totals & Schedule** tab to view the timecard totals and verify that all hours are charged to the expected account codes including shift and multilingual differentials, as authorized by the FOP and/or MCGEO CBA or Personnel regs.
- 7 **Approve** the Timecard



## Schedule Adjustment

### Performing Edits to a Schedule

1. To access an employee's schedule from their timecard, click on the **Schedule** launch button.



### Adding a Shift to an Unscheduled Day

1. Click in the appropriate **Date** cell to add a shift.
2. Type the shift start time, and the shift end time. (ie.1500-0100).
3. Press the **Tab** key.
4. Click **Save**.

SCHEDULE EDITOR

Loaded: 14:36

Show: Previously Selected Employee(s) Edit

Time Period: 12/05/2021 - 12/18/2021, Range of Dates Refresh

BY EMPLOYEE

Save Actions Shift Pay Code Accrual Amount View

Name	1 /	Expected PP Hrs	Totals	Sun 12/05	Mon 12/06	Tue 12/07	Wed 12/08	Thu 12/09	Fri 12/10
AFIFI, MOHAMMA...		80.0	70.00		15:00 - 1:00	15:00 - 1:00		15:00 - 1:00	

### Deleting a Shift from a Scheduled Day

1. Select the shift to delete
2. right click and select **Delete**
3. Click **Save**.





## Transfer Information

1. Searching for Cost Centers: most Cost Centers start with the department number. To search for a cost center, you must enter "CC" followed by a space and the department number and an asterisk - (CC 47\*)

**Select Transfer**

Labor Account  
Name or Description: CC 47241\* Search

Available Entries:  
CC 47241-001, 4th District Patrol-General Fund

Selected Transfer  
//CC 47241-001//

Department-Division  
Section-Subsection  
☒ Cost Center-Fund or Project-Task  
Expenditure Org  
Reason Code  
Manager  
Batt-Unit

CC 47241-001 4th District Patrol-General Fund

Workforce Central  
Too many entries in this level, please refine the search.

OK Cancel Refresh Help

2. Searching for a Reason Code (POL code): Enter a portion of the reason code followed immediately by an asterisk (ie. POL001\*)

**Select Transfer**

Labor Account  
Name or Description: pol001\* Search

Available Entries:  
POL001, HELD OVER-SHORT HANDED POL001

Selected Transfer  
//CC 47241-001//POL001//

Department-Division  
Section-Subsection  
☒ Cost Center-Fund or Project-Task  
Expenditure Org  
☒ Reason Code  
Manager  
Batt-Unit

CC 47241-001 4th District Patrol-General Fund  
POL001 HELD OVER-SHORT HANDED POL001

Workforce Central  
Too many entries in this level, please refine the search.

OK Cancel Refresh Help

**Final Step:** review the totals and approve the timecard.